

“WHAT YOU NEED” TO GET A BUILDING PERMIT OR REZONE

1. **PROPERTY RECORD CARD. THIS CAN BE OBTAINED AT THE ASSESSOR’S OFFICE AT NO CHARGE.**
2. **DEED IDENTIFYING THE APPLICANT AS THE OWNER OF THE PROPERTY. THIS CAN BE OBTAINED FROM THE RECORDER FOR \$2.00**
3. **HAND DRAWN SKETCH PLAN, SHOWING THE SIZE OF THE BUILDING AND SETBACKS FROM PROPERTY LINES, FOR YOUR PARTICULAR ZONING, AND “MUST BE” APPROVED BY THE AREA PLAN DIRECTOR. SKETCH PLAN SHOULD BE ON “8 ½ X 11” INCH PAPER**
4. **SEPTIC PERMIT GIVEN BY LARRY HOWARD, 663-8301 AT THE DECATUR COUNTY BOARD OF HEALTH. CALL LARRY FOR AN APPOINTMENT.**
5. **DRIVEWAY APPROVAL FOR A REZONE & DRIVEWAY PERMIT FOR A BUILDING PERMIT ISSUED BY THE HIGHWAY DEPARTMENT. CALL MARK MOHR FOR AN APPOINTMENT AT 663-2682.**
6. **BUILDING PLANS-MUST INCLUDE ALL FOUR (4) ELEVATIONS**
FOUNDATION PLAN
FLOOR PLAN ON EACH FLOOR, SHOWING WINDOWS AND DOOR LOCATIONS
CROSS SECTION DRAWING OF STRUCTURE SHOWING FOOTING THRU SHINGLES, INDICATING SIZE AND THICKNESS OF ALL MEMBERS USED IN CONSTRUCTION.
ELECTRICAL DIAGRAM, SPECIFYING SIZES AND LOCATION.
PLUMBING DIAGRAM SPECIFYING SIZES AND LOCATION.
PER ISO-INSURANCE SERVICES OFFICE, INC.
THESE PLANS WILL ONLY BE ACCEPTED ON 8 ½ X 11 INCH PAPER.
7. **IF A NEW ADDRESS IS NEEDED, THIS IS DONE BY THE AREA PLAN DIRECTOR AFTER THE DRIVEWAY IS CLEARLY MARKED WITH FLAGS OR PAINT. THIS OFFICE WILL CONTACT THE ASSESSOR, AUDITOR, CLERK, TREASURER, POST OFFICE, SHERIFF’S DEPARTMENT, AND YOURSELF WITH THE NEW ADDRESS.**

For those building at “Lake Santee”, we must have a copy of the lake permit before any building permit from this office can be written.

For a mobile home, a copy of the title or purchase agreement or some legal document showing the year of manufacture is required before a building permit can be issued. The home must be 10 years old or newer in Decatur County.